



Minutes of the
County of Lewis Industrial Development
Agency
December 01, 2016
IDA Office, 7642 N. State St., Lowville, New
York

Attendance sheet is attached.

Chairman Rocky Fawcett called the meeting to order at 8:00 a.m.

Privilege of the Floor: Bill Maxim from the Northeast Regional Council of Carpenters Union introduced himself to the board. He advised Fran Hardy has changed positions and he will now be the local representative.

The minutes of the November 03, 2016 meetings were approved upon a motion made by Craig Brennan and seconded by Joe Lawrence. Motion carried.

The Financial Report (Balance Sheet, Profit & Loss, & Review of Expenses) for the month of October 2016 were approved upon a motion made by Jared Thisse and seconded by Gary Herzig. Motion carried.

Old Business:

- **Business Park** – The contract with Bernier, Carr & Associates has been finalized. Preliminary work has started but onsite field work is delayed at the request of the owner and the harvesting of crops. We are hoping the surveying and wetland work could still be completed before winter.
- **Economic Development Reserve** – A summary sheet was provided to the board members to review of the Lewis County Economic Development funding. No changes were recorded this month.

At the November 3rd LCIDA board meeting \$100,000 was approved for the LCDC to utilize towards the Lyons Falls Project. Under recommendation from Attorney Campany, when the funding is presented to the LCDC it should be specific as to how it is to be utilized and they must request approval if the use of funds changes.

The Lewis County Board of Legislators budget for 2017 was approved. The budget authorized \$400,000 for the economic development reserve.
- **Strategic Plan Update** – Tim Petersen presented a draft of the Strategic Plan with four main objectives: Focus on larger existing business; focus on growing small business both new and existing; focus on attracting new business; Establish and grow the Naturally Lewis branding and marketing. Tim Petersen advised a shortened summary of the Strategic Plan will be created for distribution to County Legislators, County Departments, partner agencies and others.

- **Uniform Tax Policy** – We have continued to work on revisions to our UTEP and have looked at other IDA's policies for examples. The revised draft policy was provided to the Board and to Attorney Company prior to the meeting. Mr. Company suggested additional criteria in evaluating IDA projects for approval. He described these criteria and will provide them in detail to staff to be included in the policy. The Board is in agreement with the rest of the policy and agrees it is important to finalize this review and update the policy in the near future. Final changes to incorporate Attorney Company's suggestions will be made and the Board will review again and prepare for approval in January.
- **IDA Fees** – In conjunction with the Uniform Tax Policy the IDA fees have been reviewed including a review of other IDA's. Comparison of our fees with surrounding IDA's was provided to the board and Mr. Virkler presented a proposal for a new fee schedule for to include applications for all exemptions. The Board discussed deviations from standard projects and also whether dollar limits might be established for minimum project size. The Board is in agreement with the proposed schedule. We will finalize this in a policy and review again before final approval.
- **Wind PILOTS** – Own Energy/Copenhagen Wind has submitted their first installment fee regarding the PILOT and Sales Tax Exemption.
Deer River and Number Three Wind Projects are in discussion with the taxing jurisdictions. Negotiations and discussions will continue.

New Business:

- **Lyonsdale Biomass PILOT** – We have received a letter from Re-Energy requesting termination of their PILOT. The PILOT is scheduled to end in 2018. Attorney Company updated the Board that the company is allowed to terminate the PILOT. He and Eric will work with the taxing jurisdictions to clarify issues related to this and make sure Lyonsdale Biomass is held to any required final payments.
- **Board Member Training** – The IDA received a letter from the Authorities Budget Office stating there are members of the IDA Board that are overdue for required training. We have notified the board members and they are tentatively scheduled for the December 7th training session.
- **Marketing / Paige Group** – Lewis County has received a proposal from the Paige Group to continue the Naturally Lewis for more specific business attraction activities. The County would ask the IDA to consider splitting the cost. Tim Petersen suggested considering Camoin Associates for a competitive proposal and that they seem to have expertise in this area also. The Board discussed this and is in favor of continuing the outside marketing guidance and for staff to finalize a recommendation for how to proceed with a consultant.
- **Holiday Party** – As in previous years, we will plan a Holiday Party for the Board, staff and guests. We will look at dates after Christmas with BarkEaters Brew Pub as a likely location.

Executive Directors Report

- Marketing Position – As of December 1st Brittany Berrus has begun her full time position at the LCIDA. Mr. Virkler has begun to gather information on benefits (health insurance and retirement) and will provide more detailed information at the January meeting.
- Climax company representatives advised they intend to utilize the Lowville facility for warehouse needs for Carthage Specialty Paperboard. The office space will be available.

Next Meeting: January 05, 2017

A motion to adjourn the meeting was made by Craig Brennan and seconded by Shawn Moshier. Motion carried and meeting adjourned at 9:35am.

Respectfully submitted,

Christina Schneider
Secretary/Treasurer

County of Lewis IDA
Board Meeting
Thursday, December 01, 2016

Please Sign In		
Name	Affiliation	
1	Eric Verkler	LEED
2	Stacy Mastier	IDA
3	Rocky FANCRAFT	IDA
4	Tina Schreiber	IDA
5	Gary Ferris	IDA
6	Jim PETERSEN	IDA
7	Bill Maxim	Carpenters
8	Jared Thissa	IDA
9	Joe Lawrence	IDA
10	Craig Dierman	IDA / Legislature
11	Red Campbell	IDA
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